

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

12 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-060

****EXCEPTION TO THE HIRING FREEZE****

****ALSO ANNOUNCED UNDER 16-059****

****TWO ANNOUNCEMENTS ONE POSITION****

POSITION: Program Analyst (D1010000) (GS-0343-09) EXCEPTED POSITION

LOCATION: Deputy Chief of Staff, Operations (DCSOPS), Augusta, Maine

SALARY RANGE: \$48,968 to \$63,654 per annum

CLOSING DATE: 31 May 2016

AREA OF CONSIDERATION:

AREA I- All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

AREA II – All Enlisted Members of the Maine Army National Guard

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of management principles, organizational theory, and techniques of analysis.
2. Ability to develop information required by the supervisors to determine feasibility and legality of proposed program and operational plans.

3. Ability to review budgets/funding trends, compile funding projections and prepare funding recommendations.
4. Ability to research and interpret personnel and training regulations, DA Pam's, Circulars, and NGB guidance
5. Ability to prepare and present detailed reports/briefings to management and others.
6. Ability to independently carry out work assignments with limited supervision.

NOTE: This is a Financial Management Level Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program, **within 24 months** after assignment.

COMPATIBILITY CRITERIA: ENL: 00F

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

MAJ, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

D1010000

DUTIES AND RESPONSIBILITIES:

This position is located in a State Headquarters directorate or division level office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.

This position requires military membership. It is designated for National Guard enlisted incumbency only. The guidance for "Enlisted Only" was made based on the emphasis to assist mid-level management in the daily business of program management. While this position is intended to assist managers, it is not responsible for establishing policies or managing resources. The position requires a more narrowly defined focus of a specific functional area, i.e., personnel, logistics, training, operations, etc. Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to state Army or Air National Guard daily readiness missions.

- Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)*. Summarizes and interprets significant data collected and relates this data to the organizations program actions; identifies and analyzes deficiencies in resource consumption, training, workload and scheduling, and evaluates deviations from standards, plans, and estimates to determine cause and impact on missions.

- Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures that can be streamlined, combined or improved and initiates methods to operate under the new or revised system. Implements management control plans.

- Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjusts allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.

- Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles funding projections and prepares funding recommendations. Anticipates requirements for program funds by reviewing execution plans and recommends appropriate action such as reprogramming funds from one program to another to correct funding shortfalls.

This requires close coordination with major subordinate commands and comptroller personnel, and an in-depth understanding of the status of the projects and contracts, their completion status and their significance to ensure that the recommendations made will allow for the successful completion of management programs. Reviews the status of program milestones requests payment of funds after it has been determined that the requirements have been properly satisfied.

- Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Works concurrently with management to develop state program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes MSC assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.

- Assists management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Reviews data on program requirements (e.g. manday requirements, commercial transportation requirements, temporary employment requirements, etc.) to support and justify each separate program by appropriation/activity.

- Develops and prepares current year program spreadsheets. Advises management on timing of obligations and expenditures for Cooperative Agreement service contracts, equipment acquisitions and other unusual commitments. Verifies that obligations and expenditures occur on a timely basis IAW current year program and monthly schedule of obligations and expenditures. Ensures resources are available and are being properly and effectively expended to support program objectives. Monitors and tracks obligations and expenditures throughout the execution phase. Investigates and prepares explanations of deviations from estimates or program objectives and develops recommendations to managers for budgetary adjustments.

- Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Review trends and performs analysis of separate budget activities then provides information to management. Projects requirements for program requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated activity programs. Reviews daily and monthly funding documents to determine if updates are correct or require further action.

- Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.

- Performs other duties as assigned.

*Major Subordinate Command is defined as O6 level command.